



## Office administration and maintenance services

It has become a commonplace that a manager **does not have to care** about computer maintenance in his or her office; likewise, the manager should not be doing other office administration jobs.

Once you outsource your office maintenance and administration services from “BPO House” specialists, rest assured everything will be going smoothly. Planning annual maintenance and administration budget for your office will be an easy task, as your office administrator will issue only one fixed-amount invoice.

### Office administration and maintenance services consist of:

- Office equipment maintenance.
- Cleaning services.
- Stationery deliveries and stock maintenance.
- Food and beverages deliveries to your office.
- Maintenance of security and passage point control systems.
- Property (furniture, equipment) civil insurance.
- IT infrastructure maintenance and refinement.
- Energy accounting.
- Running repair works.
- Office engineering systems maintenance.
- Secretarial services.



### New office installation:

- We find offices and premises according to your needs.
- Interior installation according to your wishes.
- Complete workplace preparation: from paper clip to computer software.
- Communications installation.
- IT infrastructure installation.
- Installation of kitchenettes, recreation rooms and washrooms.
- Security systems installation.
- All other office installation related services.

Call us today and find out how we do it:

**Tel. (+370 5) 278 55 00, emai: [info@bpohouse.lt](mailto:info@bpohouse.lt)**